



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

March 29, 2013

To: Supervisor Mark Ridley-Thomas, Chairman
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

QUARTERLY UPDATE ON THE IMPROVEMENTS TO THE COUNTY CONTRACTING PROCESS

The Chief Executive Office (CEO) has embarked on a countywide contracting process improvement project. The overall goal is to create a contracting process which incorporates best practices, while at the same time ensuring compliance with laws and County policies. This memo briefly summarizes efforts that occurred since the first quarterly memo was issued on November 21, 2012.

Development of the Contract Monitoring System

The Auditor-Controller and Internal Services Department (ISD) worked with the two contracting system vendors, EMC and CGI, to design an application for the creation of a County Contract Management System (CMS). The new contract system will be integrated into the eCAPS financial system and include key functionality such as drafting solicitations, contracts, scoring proposals, archiving contracts and supporting documentation, workflow, etc. The first phases of the new application have been initiated, including:

- The development of the new application has been chartered with both vendors,
- EMC will develop the front Contract Library System (CLS) component to create standard clause, templates and documents for use by departments to ensure proper content and promote standardization countywide,
- The eCAPS Contract Management System component will manage the review, collaboration and finalization of documents in the solicitation process,
- The design to use eCAPS and EMC Documentum for a countywide repository of contract / solicitation documents was initiated and included in the design of the Contract Management System.

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A Project Team was formed with staff from Auditor-Controller (technical), ISD (technical and procurement), Community Senior Services, County Counsel and CEO. The Project Team made excellent progress by:

- Completing the development of a working prototype for CLS by March 22, 2013,
- Began the process of designing the eCAPS CMS Pilot which will begin in September, 2013 for at least three types of contracts (Prop A, Dietary Services, and Human Services),
- Provided several demonstrations of the CLS to County Counsel and other departments for feedback and input in preparation of the CMS Pilot, and
- Initiating the work order to prepare the working prototype of CLS for use in the CMS Pilot.

Contract Subcommittees

The three subcommittees that were identified in the last update each began meeting during this reporting period. The subcommittees were comprised of the representative from the following departments:

Food Service: CEO, County Counsel, Public Health, Children and Family Services, Health Services, Probation, Community and Senior Services, Internal Services, and Parks and Recreation.

Social Services: CEO, County Counsel, Public Health, Children and Family Services, Health Services, Probation, Community and Senior Services and Child Support Services.

Prop A: CEO, County Counsel, Public Health, Health Services, Internal Services, Public Library, Public Works, Sheriff, and Public Social Services.

During this reporting period each of the subcommittees met to:

- Identify the types and number of contracts they managed;
- Begin standardizing language, terms and conditions;
- Identify best practices, potential template models, and evaluation tools for inclusion in the new centralized system;
- Participate in system demonstrations; and
- Provide “end user” input during the technical design process.

Note: In addition to the tasks listed above, the Food Services subcommittee is working on implementing the changes requested by the Board Motion resulting from Item 11 of the October 23, 2012 Board meeting. County Counsel is finalizing the standardized language applicable to all dietary contracts. Draft language will be reviewed by the end of April; final language should be ready to include in all future contracts by the end of May, 2013.

County Strategic Plan Contracting Task Force

- On February 28, 2013, the Audit Committee approved revisions the task force recommended to Board Policy 5.055 to streamline the contract protest process.

Next Steps:

The various project teams will focus on:

- ISD will now develop a timeline to implement the revisions to Board Policy 5.055 and provide a status memo to the Board;
- AC will continue:
 - Preparing the working prototype of the CLS for the CMS Pilot by September, 2013, loading standard approved clauses and building templates for use in the CMS Pilot;
 - Completing the development of the eCAPS CMS component for the CMS Pilot,
 - Conducting demonstrations of the CLS working prototype and CMS pilot application for input in the design and improvements to meet specific business needs, and
 - Planning a rollout approach for additional areas, enhancements based on the results of the CMS Pilot.
- Subcommittees will continue:
 - Vetting contracts, terms and conditions to be used in the pilot system targeted for summer 2013,
 - Will participate in user acceptance testing of the new system as subject matter experts to validate the process.

The next quarterly status update on this project will be provided in June, 2013. If you have any questions or need additional information, please contact Scott Wiles at (213) 893-1246 or swiles@ceo.lacounty.gov.

WTF:SAW:ef

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Children and Family Services
Community and Senior Services
Health Services
Internal Services
Parks and Recreation
Probation
Public Health